

Plan No. _____		
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Amount: £ _____	Receipt No. _____	
Date: _____	(Office Use Only)	



## The Building Regulations 2000 REGULARISATION APPLICATION

Where work has been carried out since 11th November 1985 without an appropriate application having been made under the Building Regulations, then the owner may apply for a Regularisation Certificate in respect of that unauthorised work.  
If this form is unfamiliar please read the notes overleaf or contact the above office for guidance.

**1 Owner/Applicant**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2 Agent** (if applicable - person acting on behalf of applicant and to whom correspondence will be addressed)

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_

**3 Location of building to which the unauthorised work relates**

Address: \_\_\_\_\_

**4 Unauthorised work**

Description: \_\_\_\_\_

If applicable, please confirm the Town Planning Application reference no. to which this work relates:

**If there is no Town Planning Application please enclose a copy of the plans.**

**5 Use of Building**

(i) State use of building before unauthorised work carried out: \_\_\_\_\_

(ii) If different from (i), state use of building after unauthorised work carried out: \_\_\_\_\_

(iii) Is the building to which the unauthorised work has been carried out put to a non-domestic use to which the Regulatory Reform (Fire Safety) Order 2005 applies? (see note 6 overleaf) **\*YES/NO**

**6 Charges** (Please read note 7 overleaf and separate Guidance Note on Building Control Charges)

(i) Table 1 - If new houses or flats were built, please state total no. of dwellings: \_\_\_\_\_

(ii) Table 2 - If domestic extension(s) or domestic detached building(s), please state total floor area : \_\_\_\_\_ m<sup>2</sup>

(iii) Table 3 - If other work (not covered by Tables 1 or 2), please state total estimated cost of unauthorised work assuming work carried out at current prices on a professional basis £ \_\_\_\_\_

(iv) Payment enclosed with this application £ \_\_\_\_\_ EXC. VAT

**(Cheques to be made payable to Royal Borough of Kingston Upon Thames)**

**7 Statements**

(i) I confirm that to the best of my knowledge and belief the unauthorised work referred to above was carried out in the year \_\_\_\_\_

(ii) I hereby confirm that this application for a Regularisation Certificate is made in accordance with Regulation 21 (3) of the Building Regulations 2000. If any queries arise with this submission I would prefer that you contact me by:  
Letter  Telephone  E-mail  Fax

Signed: \_\_\_\_\_ On behalf of: \_\_\_\_\_  
(Insert applicant's name if signed by an Agent)

Date: \_\_\_\_\_

\* DELETE AS REQUIRED

# NOTES

1. The purpose behind this procedure is to enable applicants (usually home owners) to submit retrospective building applications to regularise the position where for example through an oversight, building approval has not been sought, perhaps by a builder or previous owner.
2. This procedure is open to owners of unauthorised building work which has been commenced on or after the 11<sup>th</sup> November 1985.
3. One copy of this form should be completed and submitted together with the appropriate charge and:-
  - (i) “so far as is reasonably practicable, a plan of the unauthorised work, and”
  - (ii) “so far as is reasonably practicable, a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out”.
4. In considering an application for a Regularisation Certificate we may require the applicant to take such reasonable steps, including the laying open of the unauthorised work for inspection, making tests and taking samples, as we think appropriate to ascertain what work, if any, is required to ensure that the relevant requirements are met.
5. If, after taking account of any work carried out and/or of any dispensation or relaxation given, we are able to satisfy ourselves that the unauthorised work complies with the relevant requirements, we may issue a Regularisation Certificate.
6. The Regulatory Reform (Fire Safety) Order 2005 replaces fire certification under the Fire Precautions Act 1971. The Order applies to all non-domestic premises, and also includes the common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation.

## 7. Charges

An application for a Regularisation Certificate attracts a charge equivalent to 120% of the Building Notice charge which would be payable in accordance with the scheme of charges in force at the time of the application. The appropriate charge is dependent upon the type of unauthorised work involved and is payable at the time the application is made. **No VAT is payable on a Regularisation charge.** Current charge scales and methods of calculation are set out in the Guidance Note on Building Control Charges which is available on request. An automatic charge calculator is also available on our website [www.kingston.gov.uk/buildingcontrol](http://www.kingston.gov.uk/buildingcontrol). Once the appropriate charge is paid and the application validated there is no provision for refunding any part of the charge should the applicant decide at any time not to continue with the regularisation procedure.

## 8. Further Guidance

These notes are for general guidance only. Particulars regarding applications for Regularisation Certificates are contained in Regulation 21 of the Building Regulations 2000, and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and the current Scheme of Charges contained in the Guidance Note on Building Control Charges which is available on request.

9. Further information and advice concerning the Building Regulations may be obtained from our website [www.kingston.gov.uk/buildingcontrol](http://www.kingston.gov.uk/buildingcontrol) or from the Council Offices at the address given overleaf.